

~~SECRET~~

Subject

DDA SUBJECT FILE COPY

DDA 87-2199
15 October 1987

MEMORANDUM FOR THE RECORD

SUBJECT: CEAF Board Meeting, 30 September 1987

25X1 1. The Central Employees Activities Fund (CEAF) Board met on 30 September
25X1 1987. All members and advisors of the Board were present. [redacted]
[redacted] replacement, was introduced at the meeting.

2. The following items were reviewed/discussed at the meeting:

a. Minutes of Last Meeting - Reviewed and approved.

b. Old Business - A review of outstanding items from the minutes of the last meeting was made. The following items are keyed to those minutes:

25X1 ° CEAF and Section 12 of the CIA Act - Subject document,
25X1 prepared by [redacted] dated 2 September 1987, was signed
25X1 by the Board members and notarized. [redacted] carried the
25X1 document to D/OF for review and forwarding to the DDA. [redacted]
[redacted] will take the action to update appropriate Headquarters
Regulations and Notices. It was also suggested that a memo be
sent to the other Deputy Directors requesting nominations for
25X1 new Board members. [redacted] listing of outstanding
commitments was distributed. (Attachments A and B)

25X1 ° Request [redacted] for CEAF Support for Going Overseas Seminars
- Request was approved by the Board. Eight sessions are
planned at a cost of approximately \$30 per session or
\$240 per year. (Attachment C)

25X1 ° Request from [redacted] for Symposium Refreshment Costs - Copy
25X1 of approval note from [redacted] was distributed.
Payment up to \$1,500 will be made upon receipt of the bill.
(Attachment D)

~~SECRET~~

SUBJECT: CEAF Board Meeting, 30 September 1987

c. New Business

- ° Request from Career Trainee Development Course - Copy of approved memo was distributed to the Board. Cost of coffee and donuts for 25 August running was \$26.89. (Attachment E)
- ° Request from FELO for Spouse Orientation Programs - Approved by Board. Two sessions planned per year at a cost of \$100 per session or \$200 per year. (Attachment F)
- ° Request from FELO for Support to Satellite Office - Approved by Board. Cost not to exceed \$900 per year. (Attachment G)
- 25X1 ° Request from FELO for [] Briefings - Approved by Board. Cost not to exceed \$450 per year. OP and OMS should check to see if they have ever used appropriated funds for this expenditure. They should send a note to OGC seeking legal advice. (Attachment H)
- 25X1 ° Request from FELO for [] Briefings - Approved by Board. Cost exceeded FY-87 blanket amount by \$59.31. (Attachment I)
- 25X1 ° Request from OD&E/SPG for Purchase of Picnic Tables for [] will check with [] as to using appropriated funds. He will report back at next meeting. (Attachment J)
- 25X1

[]
Secretary to EXA/DDA

Attachments:
As Stated

25X1
APPROVED:

[]
[] EXA/DDA (Chairman)

19 Oct. '87
Date

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DD/A Registry
87-1898x

8 September 1987

Jim:

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[redacted] attended the most recent CEAF meeting and told me that you asked for us to put together a list of continuing CEAF commitments which we would or should continue to honor. I have gone over our files and the following are items you may want to consider as commitments.

Coffee and donuts for the Career Trainee Orientation classes.

Coffee and donuts for the FELO Spouse Orientation Program

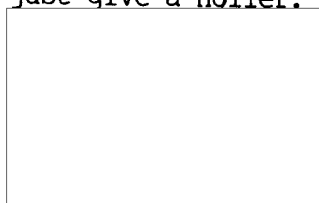
Funding for the Office of Security Emergency Fund.

Annual Educational Grants to EAF.

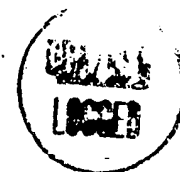
Annual Charter Registration fee for the CIA Day Care Center.

If there's anything else you may need, just give a holler.


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MEMORANDUM FOR:  Chairman
Central Employee Activity Fund



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FROM: 
Chief, Management Support Office

SUBJECT:) Request for CEAF Support for Going Overseas Seminars

1. To follow up our recent telephone conversation requesting more information regarding availability of funds, the Civilian Welfare Fund at NSA does contribute funding in the form of tableware, dishes, pitchers and bowls, which are used at the seminars.

2. Please refer to attached memo.

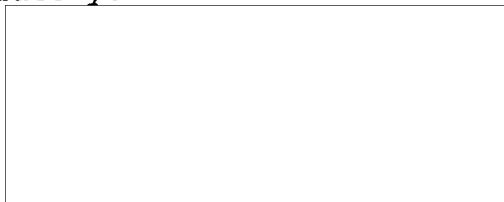
3. For additional information, please call  Director, Orientation Center,
.

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4. Appreciate your assistance.

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Approved:

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Chairman
Central Employee Activities Fund

9/30/87
Date

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ADMINISTRATIVE-INTERNAL USE ONLY



EXA/
Deputy Director
for Administration

DDA 87-1815
28 August 1987

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NOTE FOR: OTE/LDD/EDS

SUBJECT: Your CEAF Request

Jo,

At our CEAF Board Meeting yesterday we voted to fund up to \$1,500 of your refreshment costs for the two symposium breaks. Just send us the bill and we'll authorize payment.

You can probably cover the \$100 for VIP lunches through the DCI's representational fund. The DCI Admin Officer can give you all the details about how to get approval for that fund.

Best of luck in your symposium.

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ADMINISTRATIVE-INTERNAL USE ONLY

Jim,

Per our telephone conversation yesterday, I'm enclosing a draft of the Employee Bulletin which will help to explain the event we were discussing. What we need from you and your committee is money to provide for refreshments during the two break periods.' The cafeteria estimated the cost @ \$3.00 per person. Should we attract the 500 we are hoping for we would need \$1500 for breaks plus \$100 for VIP lunches.

I appreciate your willingness to assist us in making this event very special for those attending. It would be a most gracious gesture on the part of the organization.

Thanks, thanks, thanks,



OTE/LDD/EDS
1001 CofC

STAT

EB # _____

Date _____

THE FEDERAL WOMEN'S PROGRAM IS SPONSORING
A SYMPOSIUM ON CAREER ISSUES AND STRATEGIES

14 OCTOBER 1987 0900 - 1600 HOURS
HEADQUARTERS AUDITORIUM
ALL AGENCY PERSONNEL INVITED TO ATTEND

1. The symposium will address a broad range of professional and family issues which a growing number of men and women are facing in their daily lives as they adjust to changing society. Of growing importance to the well being of the American family and morale in the workplace is the reconciliation of the dual roles that women, in particular, must assume. Speakers will discuss the myth of the superwoman and future prospects for developing a family support system through legislation to ease the burden of two wage earner families. Finally, there will be discussions that center on success and failure to break through to senior management ranks in both the Agency and corporate world.

2. The program begins with the Hon. Nancy L. Kassebaum, United States Senator, Kansas, who will be introduced by William H. Webster, Director of Central Intelligence. Reservation form and agenda are attached.

3. Reservations will be handled on a first come basis. The attached form must be completed no later than 25 September. Confirmation of your attendance and lunch reservation will be forwarded to you. Reserved parking is available in West Lot and shuttle buses will leave 0800, Key/Ames 0800, and C of C 0815 and return immediately following the close of the program.

4. For further information call committee members:

THE PROGRAM AND RESERVATION FORM FOR THE SYMPOSIUM
ON CAREER ISSUES AND STRATEGIES
14 OCTOBER 1987
HEADQUARTERS AUDITORIUM

I plan to attend

0855 Introductions
and opening remarksWilliam F. Donnelly
William H. Webster0915 - 1000
Keynote speakerHon. Nancy L. Kassebaum
U.S. Senator, Kansas

Break/Refreshments

1015 - 1130
"Breaking the Glass
Ceiling"Dr. Geraldine Cox, V.P.
Chemical Manufacturers
Association

1130 - 1300

"Lunch on the Lawn"
Tent and Tables in the
Quad

Circle Your Selection and Enclose cash or check for \$5.00 with this form
Make checks payable to:

Chicken Salad

Ham & Cheese

Turkey

Gourmet Sandwich
Salad/Veggies
Fruit/Cookie
Drink1300
"Surviving in Contemporary
America--Light and Dark
Side"Ms. Judy Mann, Journalist
Washington Post

1415 - 1430

Break/Refreshments

1430 - 1545

Concurrent Sessions

"Role of Women in the
Agency"Panel Agency SIS Women
Chairman"Legislation Update on
Women and Family Issues"Ms. Michele Lord, Executive
Director, Congressional
Caucus on Women's Issues

"Responsive Child Care"

Consultant

Name Address Directorate/Office Phone

I Plan to use West Lot Parking

Shuttle: ☐

Ames/Key/CoFC

Please Fold and Return

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87-1958x

9 September 1987

MEMORANDUM FOR: Chairperson, Central Employees Activity Fund Board

FROM: [REDACTED] Coordinator
Family and Employee Liaison Office (FELO)

SUBJECT: Request for Central Employee Activities Fund (CEAF) Support for Spouse Orientation Programs

1. The Family and Employee Liaison Office (FELO), Office of Personnel, presents a special one-day orientation for spouses of employees to ensure that they are fully aware of benefits, services, and employment entitlements. While the program is designed primarily for spouses of new employees, all spouses who have an interest in the program are welcome to attend.

2. In past years, coffee and donuts for the program have been funded by CEAF. The program, which is presented twice yearly, in April and September, normally costs approximately \$200 per fiscal year. Your approval is once again requested at this time for refreshments to be funded by the CEAF for a total expenditure of approximately \$200 in FY-88.

3, FELO will assume responsibility as the focal point for maintaining any required records. Please direct any further questions to [REDACTED]

APPROVED:

[REDACTED]
Chairperson
Central Employee Activities Fund Board

9/30/87
(Date)

9 September 1987

MEMORANDUM FOR: Chairperson, Central Employees Activities Fund Board

FROM: [redacted] Coordinator
Family and Employee Liaison Office (FELO)

SUBJECT: Request for Central Employee Activities Fund (CEAF) Support for FELO Satellite

1. In July 1986, the Family and Employee Liaison Office (FELO) opened a satellite office which provides assistance to families preparing for overseas assignment.

2. The FELO satellite is colocated with the Office of Medical Service's (OMS) facility which conducts physicals on family members prior to departure overseas. It is common practice for families to combine their visit to both facilities at one time. While this is a convenient practice, most family members have been fasting since the prior evening and we have found it is particularly difficult for children to cope with this extended period without food.

3. In addition, informational programs are conducted at the satellite and refreshments are served to participants during these family-oriented programs.

4. For as little as \$3.50 per day, the FELO satellite can provide refreshments to satisfy both of the above instances. It is therefore requested that CEAF funds once again be allocated to cover the cost of refreshments for families that are visiting the OMS and FELO facility in preparation for overseas. The cost should total approximately \$900 for FY-88.

4. FELO will assume responsibility as the focal point for maintaining any required records. Please direct any questions to the undersigned on [redacted]

APPROVED:

[redacted]
Chairperson
Central Employee Activities Fund Board

9/30/87


(Date)

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18 August 1987

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I.  certify that I expended \$59.31 to purchase coffee, donuts and miscellaneous supplies for 50 participants in the

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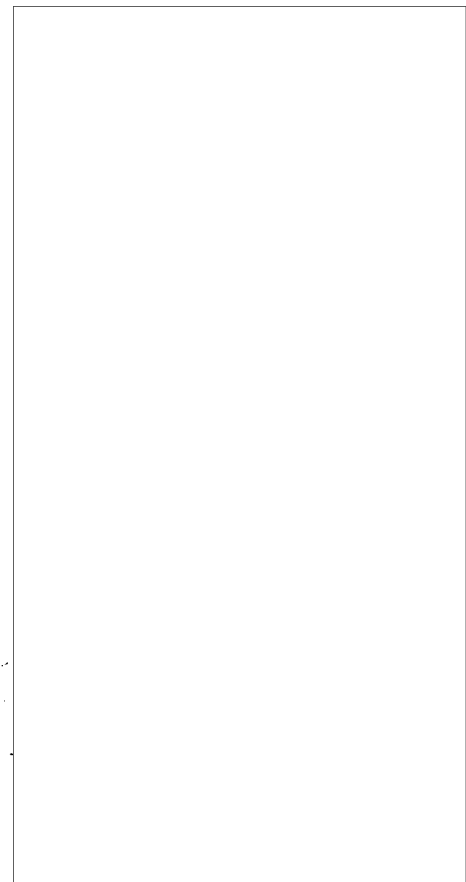
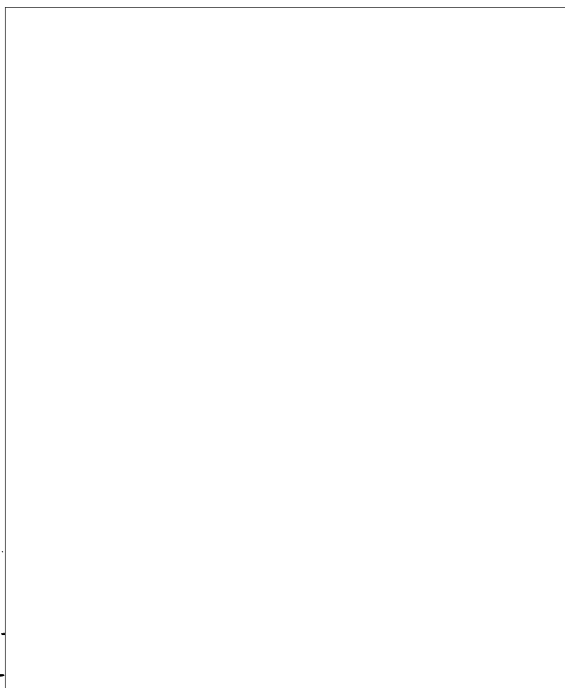
 Briefing conducted on 25 July 1987 (receipts attached).

A copy of the approval for use of CEAF funds for this expenditure is attached for your information.

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